

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Construction Inspector II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Ensures construction compliance with codes and checks for potential safety problems. Provides community relations and administrative duties. Administers encroachment permits. Inspects activities. Reviews and approves traffic control safety plans. Enforces state and local codes pertaining to the right of way and work zone safety. Performs other duties as required.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Ensures construction compliance with codes and checks for potential safety problems by reading and interpreting design drawings, preparing and reviewing drawings, conducting visual and physical inspections, examining and evaluating materials furnished and quality of workmanship, rejecting components of work that does not follow plans and specifications, resolving problems, consulting with architects, engineer, developers, contractors and owners and providing technical knowledge.
2	L	Provides community relations and administrative duties by responding to complaints and requests, providing information, conducting research, entering information into the computer, updating the database, reviewing emergency conditions and generating correspondence and various statistical and project status reports.
3	L	Review traffic control plans for utility work in the right of way.
4	M	Perform routine field investigations to ensure utility contractors maintain proper traffic control and work zone safety.
5	L	Administers encroachment permits by reviewing applications for compliance, conducting on site inspections throughout the construction process and meeting with contractors to review procedures and methods of construction.
6	L	Inspects activities by going to pre-construction meetings, inspecting on-site, supervising plans and installation, coordinating with groups within and outside the city on projects, maintaining drawings and maintaining daily work log.
7	L	Interpret City Codes pertaining to work in the right of way and issue summons for non-compliance.
8	L	Performs other duties by attending training, supervising and submitting contractor payments.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver's License. May require certification as Aggregate Technician, Asphalt Field, Surface Treatment. May require certification as a Special Police Officer.
Reading	Work requires the ability to read contracts, plans, blueprints, city codes and specifications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, correspondence and email.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Performing inspections, meetings
Sitting	F	Computer, desk work, driving
Walking	F	Performing inspections
Lifting	F	Equipment, tools, office supplies
Carrying	F	Equipment, tools, office supplies
Pushing/Pulling	O	Equipment, distance wheel
Reaching	F	Equipment, tools, office supplies
Handling	F	Equipment, tools, office supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, tools, writing
Kneeling	O	Performing inspections
Crouching	O	Performing inspections
Crawling	R	Performing inspections
Bending	F	Performing inspections
Twisting	F	Performing inspections
Climbing	N	
Balancing	N	
Vision	C	Performing inspections, driving, computer, desk work
Hearing	C	Staff, supervisor, citizens, telephone, meetings
Talking	F	Staff, supervisor, citizens, telephone, meetings
Foot Controls	C	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, distance meter, pentrometer, ruler, distance wheel, moisture meter, office supplies, telephone, pager, copy machine, fax machine, computer, Standard Microsoft Windows and Office software, PMS Database

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	W
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Construction Sites

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety vest, hard hat, ear plugs, gloves, goggles, safety shoes

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)